

Position: Part-Time Playroom Specialist/Wait List Technician

Job Status: Grade 5, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- CPR and First Aid Certifications
- Graduation from an accredited high school or equivalent
- Knowledge of appropriate materials to use with different age children
- Knowledge of the Health and Safety needs of young children
- Ability to use Microsoft Office
- Must be able to push, pull, move, and/or lift a minimum of 40 pounds to a height of three feet and be able to push, move, and/or carry such weight a minimum of 20 feet

III. Special Responsibilities:

1. Create a developmentally appropriate, safe, child-centered environment
2. Work with children of all ages
3. Facilitate activities of young children
4. Demonstrate appropriate guidance skills
5. Perform light cleaning duties necessary for young children and environment
6. Complete necessary and appropriate documentation
7. Assist with setting up and maintaining child care files
8. Establish and maintain cooperative working relationships with those contacted in the course of work.

9. Attend and participate in staff meetings, and staff, parent, and provider trainings.
10. Retrieve online application
11. Enter intake eligibility information for wait list
12. Assist walk in clients with applications
13. Send out 12 day letters
14. Work with parents to get all documentation for wait list application
15. Assist with mailing information to parents
16. Assist Financial/Wait List Supervisor as needed
17. Perform other duties as assigned

IMMEDIATE SUPERVISOR: Financial/Wait List Supervisor

Date of Approval _____